



## City of Austin - JOB DESCRIPTION



### Airport Maintenance Coordinator

<b>FLSA:</b>	Standard/Non-Exempt	<b>EEO Category:</b>	(30) Technicians
<b>Class Code:</b>	11742	<b>Salary Grade:</b>	XO9
<b>Approved:</b>		<b>Last Revised:</b>	January 12, 2009

#### Purpose:

Under general direction, this position provides leadership over airline maintenance staff to include training, guiding, and assisting staff. The position will also coordinate work between numerous divisions and agencies, ensure quality control, and act as the liaison between the Airline Maintenance division and others on maintenance related issues.

#### Duties, Functions and Responsibilities:

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

1. Coordinate Airline Maintenance program and ensure airport facilities, employees, contractors, etc. are in compliance with all governmental regulations
2. Serve as liaison between Airline Maintenance Division and others in regards to maintenance issues; communicate airline maintenance sections' project and program information to management
3. Collaborate with engineering and architectural managerial staff in the planning, development, and modification of City of Austin's Aviation Department owned facilities and or other CIP projects
4. Represent the Department of Aviation, the Airline Maintenance Division, and the City of Austin in meetings with airport tenants
5. Perform facility inspections to evaluate and assess necessary routine and preventative maintenance
6. Ensure compliance with TSA-1542 federal inspections, safety, standard operating procedures, and all applicable city, state, and federal requirements with regards to the operations of all airport facilities
7. Attend meetings with airport tenant management and airport personnel management to assess maintenance needs in regards to airline maintenance issues
8. Assist in the development of short/long range plans as well as perform the monitoring of the progress in achieving established short/long range plans
9. Monitor budget and ensure airline maintenance parts are within established budgetary goals
10. Monitors maintenance management program (TMA) for work performed and materials used by equipment technicians; identify needs for personnel support through analysis and discussion of current assessments
11. Perform contract/procurement duties. Recommend major purchases and expenditures; develop specifications for product price and services; monitor contracts and contractors to ensure compliance; assist with developing, requisitioning, receiving, storing, and issuing inventory of replacement parts; and assist management in the process of purchasing and retiring surplus capital equipment

#### Responsibilities - Supervisor and/or Leadership Exercised:

- May provide leadership, assign and evaluate work, train, and provide guidance to others

#### Knowledge, Skills, and Abilities:

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Knowledge of all governmental regulations such as TSA, EPA, TNRCC, OSHA, FAA, and other guidelines governing the regulations addressing the operation/maintenance and upkeep of commercial airports
- Knowledge of City of Austin and Department of Aviation policies and procedures
- Knowledge of facility/general maintenance practices
- Knowledge of monitoring contracts and/or vendors/contractors
- Skill in utilizing coordination skills
- Skill in interpersonal relationship skills
- Skill in verbal and written communications
- Skill in utilizing administrative skills
- Skill in exhibiting organizational skills
- Skill in utilizing office practice techniques
- Skill in operating computer and computer software
- Skill in conflict management and diversity
- Skill in interpreting policies and procedures
- Ability to maintain working relationships
- Ability to effectively communicate both verbally and in writing
- Ability to effectively interpret policy and procedure
- Ability to effectively utilize a variety of training techniques

#### Minimum Qualifications:

- High school graduation or GED, plus five (5) years of experience in diagnostic or the maintenance and repair of electronic controlled pneumatic and hydraulic equipment

**Licenses and Certifications Required:**

- Valid Texas Class "C" Driver's License

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.